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# Student Rights, Rules, and Academic Regulations

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## **1 Preamble**

This Policy defines the academic rights and responsibilities of students registered for degree-granting programs at Central European University.

Individual degree programs may contain additional academic rules, which should not contradict this Policy and should be clearly communicated to the students by the academic program prior to the commencement of their studies.

This Policy or its elements may also apply to Students in non-degree programs and to exchange students when explicitly stated by rules and regulations governing such programs or exchange activities.

## **2 General student rights and responsibilities**

By accepting a place of study at the University, an individual joins an academic community whose central functions are learning, teaching and scholarship. The main values of the University's academic community are free expression, critical inquiry, intellectual honesty, respect for the dignity of others, and collegiality. Students are expected to respect these values in their academic life and exercise their rights and responsibilities accordingly.

The University considers reasoned dissent and constructive criticism as vitally important for its development and renewal. The University affirms, assures, and protects the right of its students to organize and join political associations, convene and conduct public meetings, publicize opinion by print, signed petitions and voice.

### **2.1 Student representation in academic governance**

Students have the right to participate in the academic governance of the University both at the university and the individual program level.

At the university level, elected student representatives are members of the Academic Forum, the Academic Senate, and its relevant committees.

At the level of individual programs, elected student representatives have the right to meet program directors and heads of units, and to be regularly invited to faculty meetings to voice their concerns and opinions and receive formal response concerning the structure and operation of the program.

### **2.2 Right to academic information**

Students have right to access full and timely academic information, which includes:

- Information on all University academic and other students-related policies, regulations and official documents.
- Specifications for the academic program (further Program Specifications), prepared in accordance with applicable University standards and including residency, attendance and degree requirements, information on accreditation and the final degree award. Program Specifications should also specify the jurisdiction of program directors and head of academic units; depending on the specifications, some responsibilities of heads of units may be systematically delegated to program directors. Information required by the program specifications can be incorporated into the Program Handbooks.
- Syllabi of courses offered within their program prepared in accordance with applicable University guidelines.

- Information on the dates of the start and end of academic term, examinations, course work deadlines, holidays, commencement, graduation and other key dates at the university and the departmental and program level.
- Information on the form, rules, and assessment criteria for examinations and graded coursework.

### **2.3 Course and supervision evaluation**

Students have the right to evaluate each course offered as part of their formal study program as well as the quality of supervision. Both course and supervision evaluations are conducted anonymously through an independent online survey program. Both course and supervision evaluations use the standard CEU forms. Only students who complete the course will receive an invitation to evaluate it. Students who dropped the course will not be asked to evaluate it regardless of the timing and reasons for dropping. All evaluations are completed before grade submission. Instructors will not have access to their evaluation results until they have submitted the grades.

### **2.4 Recourse and appeal**

Every Student has a right to recourse and appeal concerning the application of this Policy. This right may be exercised by directly appealing to faculty members, program directors, unit heads, the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students), or by appealing to the Disciplinary and Grievance Committee.

## **3 Academic regulations**

### **3.1 General degree requirements**

University degrees are awarded by the Rector based on the fulfilment of degree requirements. The degree requirements should be specified in the relevant Program Specification. All Students should make satisfactory progress towards the degree, entailing:

- Registration for the duration of the program.
- Attendance and participation in courses as required by course syllabi. Attendance requirements cannot as a rule be stricter than the ones outlined in this Policy and in the respective student program handbooks.
- Maintaining regular contact with an academic supervisor, submission of progress reports, etc.
- Passing exams and academic assignments with satisfactory grades (see also section 4 on Examinations and Grading). Undergraduate students can choose to take up to four US/eight ECTS credits during their studies with a "Pass/No Credit (NC)" grading option. These courses must be courses a student is taking for the first time, and cannot be mandatory or mandatory electives counting towards their major/specialization. Should a student not pass a course, the course would not appear on their transcript. The student must declare that they are taking a course for Pass/No Credit (NC) by the end of the first week of classes.
- Satisfying the final degree award criteria with respect to the number and type of course credits taken (with respect to mandatory and elective courses). Graduate students have an opportunity to take up to four US/eight ECTS credits per year in elective courses from outside of their academic units without a formal approval from their home unit.
- Undergraduate students are expected to accumulate on average 30 US / 60 ECTS credits per

year in order to complete their studies in three years (Austrian program) or four years (US program). Under exceptional circumstances and with the approval of the program director, students may take longer to complete their studies. The maximum duration of study allowed in undergraduate programs (excluding leave of absence as defined in section 5 of this Policy) is six years.

- Submission and, where appropriate, defense, of a thesis, dissertation, or another capstone project as defined by the relevant program accreditation documents, which should be of satisfactory quality. After completing all degree requirements except for the thesis, the submission of a thesis should take place within the time-period specified by the department/program, which should not exceed two years from the point of completion of all coursework in case of bachelor's and master's programs. If the student has exhausted the maximum extension, his/her enrollment shall be terminated. In case of doctoral programs, the submission of dissertation should take place within the period specified in the CEU Doctoral Regulations.
- Passing the final examination for the programs which so require.
- Achieving Grade Point Average (GPA) of 2.66. Students in bachelor's programs need to attain an overall GPA of 2.66 at the end of each academic year. Bachelor's students whose overall GPA is below 2.66 at the end of the academic year will be placed on academic probation for the duration of the subsequent academic year. If they have not achieved an overall GPA of 2.66 by the end of their probation period, their enrollment shall be terminated. In special circumstances, the Dean of Undergraduate Studies may grant an extension of the probation period. Doctoral students should refer to the CEU Doctoral Regulations for the GPA requirements.

### **3.2 Satisfactory progress and financial aid**

All Students must make satisfactory academic progress according to their academic program's degree requirements to be eligible for any type of financial aid. Academic units and programs must specify their acceptable levels of performance and make these requirements known in written form by the time a student begins his or her studies.

Students who fail to meet satisfactory progress requirements may be subject to termination of their studies and discontinuation of financial aid. The decision regarding termination of studies is made by the academic unit head. Students have the right to appeal a decision to terminate studies to the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students). Any appeal should include a description of any alleged unfair treatment or hardship resulting from personal injury, illness, or the death of a family member. If the appeal is upheld by the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students), the student can continue his or her studies subject to academic conditions as specified by the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students) and communicated to the student and the head of the unit. These conditions must include the term or date by which the students must make up failed exams or complete other course requirements.

### **3.3 Change of Program**

In exceptional and well-justified cases, students may transfer from one program to another, either within the same department or between different academic units. The transfer has to be approved in the first instance by the heads of the relevant academic unit(s). Further approval is needed by the Pro-

Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students).

A change between programs shall only be possible if the following minimum conditions are fulfilled: (a) the student meets all admission criteria of the new program; (b) the student can fulfil all requirements of the new program within the normal program duration. Exceptions are possible in case of undergraduate programs; (c) the student has demonstrated good academic performance (GPA of 3.33 or higher); (d) no additional financial allocation is required. Academic units may define additional requirements. Fulfilment of the above stated conditions does not in itself mean the transfer will be granted. Decisions are made on a case-by-case basis.

In the cases of transfer from two-year to one-year master's programs, the intention for the change of program must be requested in written from the unit head before the 31<sup>st</sup> of October. Following the request for the change of program within the same unit, the unit has two weeks for reaching a decision which will be delivered to the student in writing. In the case of transfer between different units, the original unit coordinates the process with the receiving unit. If granted, the student will receive a conditional transfer approval which will become unconditional upon the completion of first term and required GPA performance.

In case the approval is not granted in the first instance, the student has two weeks from receiving a negative answer from the department for filing an appeal to the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students). In making the decision, the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students) will assure that a consistent approach is applied across the University.

## **4 Coursework, examinations and grading**

### **4.1 Coursework and examinations**

Learning in each course taught in University degree programs is assessed and graded by means of examinations and/or graded course work. The form (e.g., open book, closed book, take-home, restricted examination) and the criteria of assessment should be specified in the course syllabi which should be made available to students at time of their registration for the course at the latest.

#### **4.1.1 Scheduling of examinations and deadlines**

The dates of examinations and the deadlines for assessed coursework due within a given academic term should be specified by the head of unit and communicated to students not later than two weeks after the start of the relevant academic term. Examinations and assignment deadlines should be scheduled in such a manner that students have reasonable time for preparation and recuperation allowing them to demonstrate their knowledge of course materials.

#### **4.1.2 Content and forms of examinations**

The content of graded examinations is determined by the course instructor and is subject to approval by the head of unit or a program committee, as appropriate. The following forms of examination are used at the University:

- In **closed book examinations** students are required to prepare their answers in a supervised classroom and are not allowed to consult external materials except those explicitly specified by

the instructor prior to the exam;

- In **open book examinations** students are required to prepare their answers in a supervised classroom and are allowed to consult any materials of their choice;
- In **take-home examinations** students do not need to be present in a classroom during the time of preparing their answers.
- In **restricted examinations**, students may not keep or disseminate examination questions after the end of examination.

Examinations may be conducted in writing or orally. In case of written examinations (with the exception of take-home examinations), students must be physically present in the classroom. In case of oral examinations, student's presence is required as a rule, but in exceptional circumstances, the head of the department/program or the head of the examination committee may allow for the exam to be conducted remotely through a video connection.

#### **4.1.3 Anti-plagiarism software**

University faculty may use anti-plagiarism software to check the originality and authenticity of theses, dissertations, exam papers and other written assignments. Students acknowledge this in the process of their enrollment and matriculation, as well as the fact that their work will be stored in the anti-plagiarism software database.

#### **4.1.4 Grading**

Examinations and coursework are graded in accordance with the University Grading Scheme (Annex 2) and the University Grading Rubric (Annex 3).

Term/module and cumulative grade point averages (GPA) are calculated by weighing grade points by the corresponding credit numbers. The thesis grade counts toward the GPA by using the same formula, that is, it is weighed by the credit number assigned to the thesis.

Grading should be completed and communicated to the SRO within one month of the examination or assignment deadline or by the deadline specified in the CEU Academic Calendar, whichever one is sooner.

The overall grade for the course is based on requirements specified in the course syllabi. Course syllabi also provide clear information on how course requirements are evaluated and how they contribute towards the final grade. For each separately graded requirement (e.g., paper, exam) grades are communicated to the students in a timely manner.

#### **4.1.5 Feedback**

The students are entitled to receive reasonable and timely feedback on their performance in coursework and exams. Timely feedback means not more than ten working days after a report, essay or oral presentation has been made, except in extraordinary circumstances (illness, protracted absence, etc.). In these cases, faculty should communicate to their students and the unit head when they will be able to submit their feedback.

#### **4.1.6 Retakes**

**For master's and doctoral students:**

Master's and doctoral students who fail to achieve the minimum pass grade during an examination or

for course work are allowed one retake in case of mandatory exams or courses. Degree Program Specifications regulate the possibility of a retake in case of elective courses. The form of retakes should be the same as, or similar to, the form of the original examination/assessment.

If more than one examination or assignment is failed during a given academic course, granting a retake is at the discretion of the head of department or program. In granting a retake, the size and the significance of the failed courses as well as the severity and the circumstances of the failure should be taken into account.

A satisfactory retake means the demonstration of a passing performance. The maximum grade allocated in a retake assessment is "RP" (2.33 grade points). Doctoral programs may define a higher minimum passing grade for the comprehensive exam retake in their doctoral regulations.

Only one retake is allowed for any given course. A failure to pass all permitted retakes means failing the course.

If a student fails all permitted retakes of a mandatory course, their enrollment should be terminated, since the student will not be able to fulfil the degree requirements without the course in question.

#### **For undergraduate students:**

Students failing a mandatory course due to absences will have to retake the course the following year.

Otherwise, if a student fails a mandatory course, they will be allowed a rewrite of the final major component. The format will be at the discretion of the instructor. The highest possible grade for the rewrite is "RP" (2.33 grade points).

Students are not allowed to do the rewrite if the highest possible score on the rewrite would still not allow them to pass if the other assignments were too low. In such case, the student would have to retake the class.

There is no second rewrite, but the student can appeal the grade for the rewrite with the Dean of Undergraduate Studies.

If a student fails the rewrite, they must take the course again the following year. They may continue with courses that do not have the mandatory course as a pre-requisite.

If a student fails a mandatory course twice, their studies will be terminated. The student may appeal to the Pro-Rector for Teaching and Learning.

With the approval of the instructor and the Program Director, the student may also find an equivalent summer course to take instead of the mandatory.

For elective classes, students have the right to request a rewrite and it is up to the instructor to determine whether they allow it.

### **4.1.7 Retention of examinations and graded assignments**

The Departments and programs should keep examinations and other submitted coursework on file for the minimum of one year. During this period, students have a right to inspect their own examinations and other submitted coursework.

## **4.2 Theses and dissertations**

All University degrees require submission of a written bachelor's thesis, master's thesis, or doctoral dissertation, unless specified otherwise in the relevant accreditation documents and Program



Specifications.

All bachelor's and master's theses are examined by examiners appointed by the head of unit or program within two months of their submission. For programs that include a thesis defense, the defense regulations are defined by the respective academic unit. The minimum passing grade for a bachelor's and master's thesis is C+ (2.33 grade points).

Doctoral dissertations are defended in accordance with the doctoral regulations of the respective program.

Every program should specify policies concerning re-submission or late submission of theses and dissertations.

#### **4.2.1 Electronic Theses Database**

For fulfilment of graduate degree requirements, theses and dissertations must also be submitted in electronic format utilizing the Electronic Theses and Dissertations (ETD) Guide. Theses and dissertations stored in the ETD collection will be made available on the Web through the Library catalogue in full compliance with pertinent copyright laws.

#### **4.2.2 Restrictions regarding the electronic availability of theses and dissertations**

The University may – as an exception – decide not to publish in electronic form a bachelor's or master's thesis or a doctoral dissertation for a period not exceeding five academic years – or to publish such thesis in a redacted form, if

- (1) there are well documented and convincing reasons to believe that such publication would actually or potentially result in threatening the life, health or well-being of the author or another individual, or
- (2) if the author proves to the satisfaction of the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students) that publishing the thesis or dissertation in electronic form by the University would prevent its publication with a leading academic publisher.

Redaction shall be preferred in the first of the above two cases over non-publication. The author of the thesis or dissertation shall submit a written application for non-publication or redaction to the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students), setting out reasons for the above. The Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students) shall decide on the question of the (non-) publication/redaction based on a written recommendation of the thesis supervisor and of the doctoral committee in case of doctoral dissertations.

Restricting electronic publication of a doctoral dissertation in excess of five years is not possible, in case of a bachelor's and master's thesis it must be approved by the Senate and such decision may be based only on proof that the threats initially leading the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students) to decide on restricting the publication have materialized or are continuing.

#### **4.2.3 Transfer of credits**

Course credits may be transferred in accordance with the CEU Credit Transfer Regulations (Annex 1).

#### **4.2.4 Concurrent enrollment in degree programs**

Concurrent enrollment in two full-time CEU degree programs is not possible. In case of concurrent enrollment in two degree programs, of which one is part-time and one is full-time, students should be allowed extra study time (one to two terms) to complete their coursework. Students enrolled in two part-time programs may also choose to avail themselves of extra study time if desired.

### **4.3 Final examination**

The final examination assesses the knowledge, skills, and abilities requisite to the award of the degree, as well as the ability to apply these knowledge, skills and abilities in practice.

#### **4.3.1 Form and period of final examination**

The form of the final examination is specified in the Program Specifications. Normally, the Student shall defend his or her thesis before the Final Examination Board, and answer questions concerning specific topics related to the thesis.

Students are allowed to take the final examination only if they have satisfactorily completed the coursework and submitted a written thesis.

The final examination shall be taken in the final examination period determined by the department/program.

Final examination requirements, including assessment criteria, shall be announced by the end of the term preceding the final examination.

#### **4.3.2 Final Examination Board**

The final examination is taken before a Final Examination Board.

The Final Examination Board consists of a chair and at least two other members. At least one member of the Final Examination Board shall be a senior faculty member. The chair and members of the Final Examination Board will be appointed by the head of unit.

After members of the Board assess the student's performance, the Board retires to establish the grade by voting, if necessary. In case of a tied vote, the chairperson has a casting vote.

Final examinations shall be documented in the form of records which, upon signature by the chair and the other members of the board, will be filed with the Student Record Office.

#### **4.3.3 Final Examination Results**

Final examination results shall be calculated on the basis of grades obtained during the final examination plus the grades obtained for the thesis, in conformity with the degree requirements and the curriculum.

#### **4.3.4 Retake of Final Examination**

The final examination may be taken after the end of student registration period, with no deadline specified, in accordance with the prevailing program requirements.

Students failing the final examination have the right to retake it once.

The final examination may be retaken during the next final examination period or during an extra final examination period. At the request of the candidate, a retake of the final examination may be approved

by the head of department or program in the same period as the first attempt.

#### **4.4 Mitigating circumstances**

Unforeseen personal circumstances (such as a medical or family emergency or an accident) may prevent a student from fulfilling course or program requirements.

In such cases, the student should inform the head of unit/program at the earliest opportunity as soon as the adverse circumstances become known. The student should provide an explanation of the personal circumstance, enclose relevant evidence (e.g., medical or police report), and explain how his or her academic activities and performance are affected by these circumstances.

The head of unit shall make a reasoned decision on mitigation (e.g., rescheduling examination or assignment deadline, waving the penalty for late submission, substituting course requirements, etc.) through a fair process that respects the student's privacy and the academic integrity of the program.

## **5 Leave of absence**

Requests for a leave of absence can be made only after the successful completion of the first term of studies with the exception of personal circumstances. In case of personal circumstances (illness, childbirth, accident) that do not permit the student to study, s/he may request a leave of absence at any time after registering for a degree program, i.e., before the completion of the first term of studies. Retroactive requests for a leave of absence are not possible.

For bachelor's students, all requests for the leave of absence should be forwarded to the program director. For master's students, all requests for the leave of absence should be forwarded to the head of unit. The program or unit head makes a decision based on the student's circumstances and the nature of the program. If the request is approved, the head of unit notifies the Students Record Office, which changes the student's status to 'leave of absence'.

In the exceptional case that a student announces that he/she does not intend to study in the next term, or fails to register for courses, then his/her student status shall be automatically suspended (i.e. leave of absence in the academic records system) for a maximum of two terms. The Student Records Office will communicate this change to the department after the end of the add/drop period.

The student may request a leave of absence on several occasions. However, the maximum total duration of all leaves of absence (granted to a student in one or several instances) for students at any degree level is two academic years. If the student has exhausted the maximum leave of absence period and does not re-enrol, his/her enrollment shall be terminated.

### **5.1 Maternity leave**

Students who are due to give birth or who will be the primary caregiver for the adopted or fostered child will receive 6 months of maternity leave at the time their child is born, adopted or fostered. During this leave, the student will continue to receive health insurance. The student enrollment status will be automatically extended by six months. The student needs to inform their departments and present documentation of their child's (expected) birth, adoption or fostering to the CEU Medical Center.

### **5.2 Partner leave**

Students whose partner has given birth may take 1 (one) month of partner leave. If the student is covered by health insurance, CEU will extend this coverage for an additional month. The student enrollment status will be extended for this purpose. The student needs to inform their departments present documentation that their partner has or is expecting to give birth to the CEU Medical Center.

### **5.3 Parental leave**

Student parents can ask for an additional year of leave of absence (i.e., in addition to the two academic years stipulated above) to cover parenting duties by notifying their departments and the Student Records Office. For details, please see "[Student Parents](#)" SharePoint site.

## **6 Unsatisfactory record, unsatisfactory conduct and discipline**

### **6.1 Disciplinary and Grievance Committees**

The Disciplinary and Grievance Committees of the Senate enforce the regulations of the University concerning matters of discipline and ethical conduct.

### **6.2 Regular attendance**

More than a week of unjustified absence – meaning absence without notice, or absence without approval – noted by an instructor and the unit or program head, may result in the immediate suspension of financial aid. The decision is made by the unit or program head. Normal courses of appeal are applicable to this case as well.

### **6.3 Termination of studies due to unsatisfactory record**

The head of unit may decide to terminate the student status of students whose academic record falls below the academic standards set up by this Policy, other applicable policies or the relevant Program Specifications.

The head of unit should immediately notify students and the Student Record Office about the decision to terminate the student status and give the reason for this decision. A Student has the right to appeal such a decision to the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students) within two weeks of being informed. The request should contain appropriate grounds for the appeal, such as procedural mistakes or unfair treatment, and should specify the expected outcome of the appeal. If the appeal is upheld, the student will be permitted to continue his or her studies, which may be subject to specific academic conditions which, if not fulfilled by the date specified, will result in the automatic termination of the student status. The student's status remains enrolled until the final outcome of the appeal is determined.

## **7 General complaints**

Students have the right to lodge formal complaints on issues that they deem to fall under the authority of this document. Students are encouraged and expected to find less formal ways of redressing alleged wrongdoing, noncompliance with University rules or other offensive acts. Ideally, students should first discuss the problem with officials in a supervisory position (e.g., Head of Unit or Program Director, Director of Student Services, Dean of Undergraduate Studies, Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students)).

Formal written complaints should be addressed to the head of unit, to any member of the Disciplinary Committee, the Pro-Rector for Teaching and Learning (in case of bachelors' and masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students) or the Rector.

## **8 Student records**

Students registered at the University have the right to review their educational records. This ordinarily includes admissions material, electronic transcripts, examinations and other information on individual academic progress, plus notes on disciplinary action, or written complaints and the official correspondence relating to these fields. A student who wishes to examine these records should make the request in writing at the relevant office, indicating which records are to be examined. If students

wish to obtain photocopies of any part of their records, they must turn to the responsible person. Student records are to be kept in confidential files and may be consulted only by official persons with proper authorization. To protect confidentiality, students must show a valid ID card and / or passport to obtain their records.

## **9 Electronic transcripts**

The University uses electronic grade books (hereinafter transcripts). The keeping of transcripts is subject to the regulations below.

### **9.1 Transcripts shall contain the following data:**

- a) student's identification data (name, name at birth, place and date of birth, mother's name at birth);
- b) name and location of the University;
- c) enrollment particulars, student identity number;
- d) name of the academic unit, name of the degree;
- e) courses (units of the curriculum) taken in the course of study, listed by academic term along with the assigned credits, as well as grading information;
- f) information about the thesis or dissertation, as well as verification of its completion/grading information;
- g) information on the final examination (if applicable);
- h) record of transfer credits of previous studies;
- i) serial number of the document.

### **9.2 Rights regarding transcripts, and the regulations of entering records in transcripts and the university information system (SITS)**

Only personnel who are authorized to enter records in transcripts as per points 9.2.1-9.2.5 below shall do so, and in that capacity only. Corrections to transcripts shall only be performed by personnel who are authorized to make such entries. Both records and corrections shall be tracked and verified through the personal login of authorized personnel.

#### **9.2.1 Student rights:**

Students have the right to view their unofficial transcript at any time during their enrollment by means of their personal code.

#### **9.2.2 Teaching staff rights:**

- a) Teaching staff members are authorized to enter grades in SITS in the given term.
- b) Teaching staff members may check the grades in transcripts, and in case of administrative errors, they can initiate correction with the departmental coordinator or with the SRO.

#### **9.2.3 Unit/program coordinator rights:**

- a) Coordinators are authorized to enter grades in SITS in the given term. In this capacity, they shall make

records in transcripts about the satisfactory completion of the requirements of any course/academic unit by the students who are registered for them.

b) Coordinators may check the records of the courses in their scope of responsibility, and may modify grades only in case of administrative errors.

#### **9.2.4 SRO rights:**

a) After the end of an academic term – once all the grades are entered, the number of credits registered for and earned by students, and the GPA (Grade Point Average) is automatically recorded in their transcript as per the result of the automatic GPA calculation function of the system. The authenticity of data and any change to them can be tracked and verified by the SRO.

b) After the grade submission deadline of the last term has passed, students' grades and credits are checked by the SRO. When all the necessary credit and grade requirements are successfully fulfilled, the SRO acknowledges that by changing the students' status to 'Graduated' in SITS. Upon changing the students' status to 'Graduated', a log is created in the database. The log contains the exact date and time of the transfer and the name of the person who carried out the transfer.

#### **9.2.5 SITS operator rights:**

a) SITS operators are not authorized to enter records in transcripts.

b) In special cases (e.g. technical issues) – exclusively at the department's written request – SITS operators may also make records in transcripts.

#### **9.2.6 Checking grades**

Students can check their grades in their electronic transcript at any time. Within 14 days of receiving the grades, students can contact their departmental coordinator or SRO for any observed administrative error. The entry based on administrative error shall be corrected if the complaint proves justified. Requests of this nature need to be addressed within 14 days. SRO has to address the matter within five days; if required, the registration data have to be modified, if there is no discrepancy, the student should be notified accordingly.

### **9.3 Issuing transcripts in printed form**

In justified cases, students may request a certified copy of the records of their transcript. It shall then be issued free of charge once a term by the University, and at a particular fee for any further copy in that term. The printed document shall contain full information about all studies at the same level at the University. Students may use interim transcripts to prove their participation in a program or the completion of a particular course.

After graduation a student shall be issued their transcript in printed form - along with their diploma, according to the diploma preparation schedule, authenticated with the university stamp and the signature of the SRO staff member. Printed transcripts shall contain full data and all records constituting the legal content of transcripts. In case of parallel study on more than one program at the institution, the transcript shall only be issued upon the completion of the program ending at a later time.

## Annex 1. CEU Credit Transfer Regulations

**Transfer of academic credits** is the transfer of credits earned at a recognized university or institution of higher education to CEU. CEU visiting and non-degree students who are later accepted to a CEU degree program can also transfer credits earned at CEU during their non-degree studies to their degree program.

Unless a special credit transfer agreement/regulation applies, students studying for a degree at CEU may apply for a transfer of the specified maximum amount of credits based on their degree level:

- Bachelor's students – up to 15 US credits (30 ECTS credits). Additionally, students taking a year abroad module as part of their degree program may apply for transfer of a year's worth of credits (30 US/60 ECTS).
- Master's students in one-year programs – up to 8 US credits (16 ECTS credits).
- Master's students in two-year program - up to 15 US credits (30 ECTS credits).
- Doctoral students – up to 15 US course credits (30 ECTS course credits). Different limits may be established by departmental doctoral regulations for non-coursework program components.

As a general rule, transferred credits must not have been used to satisfy degree requirements for any other degree. However, this rule, as well as the limit of transferred credits, may be modified by (a) special cooperation agreements between CEU and other universities; (b) specific program regulations (if permitted by respective program accreditation); or (c) for undergraduate students upon approval of the Dean of Undergraduate Studies.

Special credit transfer regulations and procedures apply to credit transfer between CEU NY and KEE, and between CEU NY and CEU PU, as described in respective cooperation agreements.

In Erasmus programs, credits earned at the partner institutions are transferred as described in the respective cooperation agreement. In this case, students should consult the Erasmus coordinator and their department prior to their departure for the completion of the relevant learning agreement document.

All credit transfer cooperation agreements are listed on the CEU website at <https://www.ceu.edu/partnerships/cooperation>.

All transfer of credit requests that are not regulated in special cooperation agreements are subject to the approval of the Dean of Undergraduate Studies (in case of bachelors' programs), the Pro-Rector for Teaching and Learning (in case of masters' programs), or the Pro-Rector for Faculty and Research (in case of doctoral programs) upon a recommendation by the head of the relevant department or program.

When credit transfer occurs within two or more CEU degree programs, it is referred to as 'double-counting'. Double counting of academic credits means awarding credit for same courses in different CEU degree programs. Double counting differs from credit transfer in that double counted credits apply towards the completion of multiple degrees at CEU. Credits may be double counted in case of an overlap in graduation requirements in degree programs that a student is concurrently or subsequently enrolled in. Double counting of credits should be approved by the Head of the Department and the Pro-Rector for Teaching and Learning. The credits of the first degree must have been earned not more than four years prior to the year of enrollment into the second degree. Double-counting of credits is not allowed between bachelor's and master's programs. Master's students are exempt from re-taking the



mandatory courses they took during their CEU bachelor's studies, but they still have to make up the necessary credits through other courses.

### **Transfer of credit is subject to the following criteria:**

#### **For all degree levels:**

- 1) *The credits must have been granted by a regionally accredited US institution, a recognized university listed by the Database of External Quality Assurance Results (DEQAR)<sup>1</sup>, or, in case of institutions that are not based in the US or in the European Higher Education Area, by an institution accredited by the officially recognised quality assurance and accreditation agency in the country where it is based*
- 2) *The student must have earned a grade of B (C or D in ECTS grading system) or a "pass" grade if the course has been taken for pass/fail*
- 3) *Credits can be transferred for a course of good quality that is deemed relevant to the degree program towards which the credits will be applied*
- 4) *The credits must not have been used to satisfy the requirements for any other degree, except for instances regulated in this Policy*
- 5) *Courses delivered in distance education, accelerated or standard modes of delivery can be considered for credit transfer*
- 6) *As a rule, transferred credits should form a part of registered degree program curriculum. Credits earned in non-degree programs (e.g., summer schools) may be considered for credit transfer if they meet the **additional** conditions outlined in the section 'Transfer of non-degree credit'.*

#### **Additional criteria for transfer of credit at bachelor's level:**

- 1) *The credits must have been earned not more than four years prior to enrollment at CEU*
- 2) *Courses must be in subjects similar to those offered by CEU programs subject to approval of the program director*
- 3) *Credits may not duplicate credits the student has earned or will earn at CEU, nor can they duplicate other transferred credits*
- 4) *Foreign language courses can be considered for credit transfer subject to approval of the program director*

#### **Additional criteria for transfer of credit at master's and doctoral level:**

- 1) *The credits must have been earned not more than six years prior to the year when the CEU degree will be conferred*
- 2) *The course must be at a graduate level (i.e. part of registered the curriculum of a graduate (master's /doctoral) level program)*

### **Transfer of non-degree credits**

A maximum of:

- 2 US credits (4 ECTS credits) for one-year master's programs
- 4 US credits (8 ECTS credits) for two-year master's and doctoral programs

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<sup>1</sup> <https://www.eqar.eu/qa-results/search/by-institution/>

- 8 US credits (16 ECTS credits) for bachelor's programs

can be transferred to a CEU degree from non-degree programs (e.g. summer schools) if they meet the following **additional** conditions:

- 1) *The credits fall within the maximum overall transfer credit limit stipulated in this Policy*
- 2) *The credits are not used to satisfy mandatory degree requirements*
- 3) *The number of classroom hours per credit is in line with the CEU credit hour assignment Policy (1 credit = 600 minutes for master's and doctoral programs and 1 credit = 720 minutes for bachelor's programs). With the approval of the head of the department or program, missing classroom hours may be supplemented by supervised independent study equivalent to no more than 0.5 credits*
- 4) *Course learning outcomes are equivalent to a comparable CEU course and assessment of learning outcomes is of equivalent rigor. This should be confirmed by the head of the relevant department or program in a recommendation letter submitted to the Dean of Undergraduate Studies (in case of bachelors' programs), the Pro-Rector for Teaching and Learning (in case of masters' programs), or the Pro-Rector for Faculty and Research (in case of doctoral programs) (see the section on Application Procedure).*

### **Exemptions**

In exceptional and justifiable cases, individual departments/programs may establish additional criteria for the transfer of doctoral level credit, subject to approval of the respective doctoral committee. Such criteria must be announced on the program website.

The Dean of Undergraduate Studies (in case of bachelors' programs), the Pro-Rector for Teaching and Learning (in case of masters' programs), or the Pro-Rector for Faculty and Research (in case of doctoral programs) may grant requests for exemptions from this Policy based on the recommendation of the head of the department or program (for example, a department could request that a student in an one-year master's program be granted more than eight transfer credits).

### **Application Procedure**

- Applications for transfer of academic credit must be submitted to the Student Records Office before the beginning of the registration period.
- Applicants are encouraged to contact the department/program coordinator/ head to determine which of their previous studies and other learning experiences are likely to be relevant
- If seeking credit transfer from another educational institution, an original, official transcript (or official certified copy) needs to be attached, showing the courses and grades achieved.
- A course outline published by the other educational institution also needs to be attached.
- Applicants are responsible for providing all relevant documentation, for example, an official transcript of results, copy of the course structure and outline or syllabus of the course.
- Undocumented applications for academic credit will not be considered.
- All transfer of credit requests are subject to the approval the Dean of Undergraduate Studies (in case of bachelors' programs), the Pro-Rector for Teaching and Learning (in case of masters' programs), or the Pro-Rector for Faculty and Research (in case of doctoral programs) upon a recommendation by the head of the relevant department or program.
- Applicants for academic credit transfer may be required to attend an interview or to undergo additional assessment as the head of the respective academic unit may determine.

The Application for Transfer of Credit can be submitted via eVision ([sits.ceu.edu](https://sits.ceu.edu)).

**Notification**

Applicants are notified in writing by the Student Records Office about the outcome of their credit transfer application within 15 working days.

## CENTRAL EUROPEAN UNIVERSITY-PRIVATE UNIVERSITY

### Application for Transfer of Credit

**Please, read it carefully and gather these information and approvals before submitting the request in eVision (sits.ceu.edu)**

- **Important considerations.** Before applying for credit transfer, please read carefully the CEU *Transfer of Credit Policy*.
- Contact your academic unit prior to submitting the application to determine which of your previous studies and other learning experiences are likely to be relevant.
- If you seek to transfer credit from another educational institution, attach an original, official transcript (or official certified copy), showing the courses and grades achieved.
- Attach a course outline published by the educational institution from which the credit is being transferred. Remember, we welcome as much detail as you can provide to help us evaluate your request.
- You will be notified in writing by the Student Records Office about the results of your transfer of credit request. It takes one to two weeks to process your application.

## Annex 2. CEU Grading Scheme

CEU Grading System						
Grade	Name	Austrian equivalent	Hungarian equivalent	Points (0-4 scale)	Points (0-100 scale)*	Credit
A	Outstanding	Excellent (1)	Jeles (5)	4	100-96	yes
A-	Excellent	Excellent (1)	Jeles (5)	3.67	95-88	yes
B+	Good	Good (2)	Jó (4)	3.33	87-80	yes
B	Fair	Satisfactory (3)	Közepes (3)	3	79-71	yes
B-	Satisfactory	Sufficient (4)	Elégséges (2)	2.67	70-63	yes
C+	Minimum Pass	Sufficient (4)	Elégséges (2)	2.33	62-58	yes
F	Fail	Insufficient (5)	Elégtelen (1)	0	57-0	no

\*Erasmus Mundus joint programs that, as of academic year 2020/21, have an existing consortium agreement regulating grade conversion among the participating universities are not required to adopt the CEU scale for calculating inter-university equivalencies in the period covered by their existing framework agreement. However, the transition to the CEU conversion should be made at the earliest opportunity and no later than the next amendment of the consortium agreement.

SPECIAL GRADES					
Grade	Name	Austrian equivalent	Point	Credit	Description
P	Pass	Successfully Completed		yes	Pass/Fail grading option which represents C+ or better. The official grade record is P, no equivalent letter grade will be released.
F	Fail	Unsuccessfully completed		no	Pass/Fail grading option which represents C or worse. The official grade record is F.
FL	Fail with retake exam			no	A temporary grading option for those who failed the exam but has the possibility to retake it. (If the student passes

					the exam: RP, if fails: F)
RP	Retake		2.33	yes	Retake examinations can be provided upon the authorization of the head of department or program to those students who have failed a course, except for their final examination. Retake examination is graded on an RP/FL basis, where RP constitutes a grade worth the minimum passing grade C+ with 2.33 points for the course.
IN	Incomplete		0	no	Incomplete may be assigned to a student who has not completed all course requirements within the prescribed amount of time by circumstances beyond the student's control. Should be changed to F if the course work is not completed within six weeks after the start of the next term.
NC	No credit		0	no	Assigned to undergraduate students who chose the "pass / no credit" grading option and do not pass a course. The grade is assigned in the system but the course will not appear on the transcript.
AF	Administrative Fail		0	no	Assigned for failure to either drop or complete course

<b>GRADES NEITHER INCLUDED IN THE GPA NOR CARRYING CREDIT</b>		
Grade	Name	Description
AU	Audit	Audit, no credit earned
W	Withdraw	Assigned for unsatisfactory attendance or withdrawal from an audited course
IP	In progress	Assigned if the student received permission for late submission of work for the course. Should be changed to F if the final course work is not completed by the deadline.
CN	Continued	Continuing course or thesis (for courses that last more than one semester)
***	Grade not available	Student is currently enrolled for the course or final grade is not submitted yet

<b>ECTS GRADING SCALE</b>			
Grade	Students**	Definition	At CEU
A	10%	Outstanding performance with minor errors	A
B	25%	Above the average standard but with some errors	A-/B+
C	30%	Generally sound work with a number of notable Errors	B+/B
D	25%	Fair but with significant shortcomings	B/B-
E	10%	Performance meets the minimum criteria	C+
FX	-	Some more work required before the credit can be awarded	INC
F	-	Considerable further work is required	F
** Percentage of successful students normally achieving the grade			

### Annex 3. CEU Grading Rubric

While this general CEU grading rubric is uniform between educational levels, the complexity of course materials and assignments is expected to increase progressively. Where appropriate, simplified and/or shortened examinations and other assignments may be given for undergraduate students taking graduate-level classes. These should be noted in the course syllabus.

In case of any conflict between this grading rubric and any rubric provided for specific modules, courses or assignments, the more specific rubric will take precedence.

Descriptor	Grade
Shows mastery of material and capacity for original thinking, accurate, makes a convincing argument, with strong ability to synthesize information and present it in a clear and persuasive manner.	A
Shows a very good understanding of the course material, and good ability to synthesize information, makes a convincing argument	A -
Shows a mostly good comprehension of the course material; makes a few factual errors and/or errors of reasoning	B+
Decent grasp of course materials, shows significant effort; but lacks some conceptual clarity and/or lacks a fully clear argument	B
Shows a fair understanding of the course materials, but also some significant misunderstandings; lacks some conceptual clarity and/or lacks a fully clear argument	B-
Lacks much understanding of course materials, but shows some genuine engagement and some attempt at argument, even if not entirely clear.	C+ [MINIMUM PASS]



<p>Some effort shown, but in general shows an incomplete understanding of course materials; lacks a clear argument and/or</p> <p>Some writing submitted; but displays no comprehension of course materials; no clear and persuasive argument; or no work submitted; or work plagiarized</p>	<p>F [FAIL]</p>
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